

D-R-A-F-T

*Handwritten: 1-4-2
Special Reports*

Semi-Annual Report to the President's Board Consultants on
Foreign Intelligence Activities

C. Administration and Support

8. General

a. Records Management Accomplishments

The Agency is benefitting from a records management program comprised of the following elements considered essential by the Hoover Commission: Forms Management; Reports Management; Correspondence Management; Filing Systems, Supplies and Equipment; and Records Disposition. Application of sound records management principles has accelerated activity to the extent that 90% of all headquarters records are scheduled for: (a) Retirement to the Records Center, (b) destruction, or (c) permanent retention. A typical effect of this activity was the increased records retirement rate of 28% over the last 6 months period. The net result of this program has been the retirement of 44,825 cubic feet of records for which the Agency would have had to spend \$1,972,256 for filing equipment. These savings and anticipated benefits justified the need to increase the capacity of the records center from 41,000 to 100,000 cubic feet.

SECRET

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	INITIALS	DATE
1			
2			
3			
4			
5			
6			

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

The attached statement of records management accomplishments is in accordance with the requirements outlined by [redacted] and the attached outline he furnished on 24 May at the meeting you and I attended.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE	
Approved For Release 2005/11/21 : CIA-RDP70-00211R000700070023-1	5/29/57	
UNCLASSIFIED	CONFIDENTIAL	SECRET